

# SKY Quick Start: Classes & Curriculum



## Step 1: Classes: Educator Interface

**1** The **Home** page will be the first page of the educator interface. Select **My Classes** in the left hand menu to get started.

**2** In the left hand menu click the **Desk** icon to **Create a New Class**

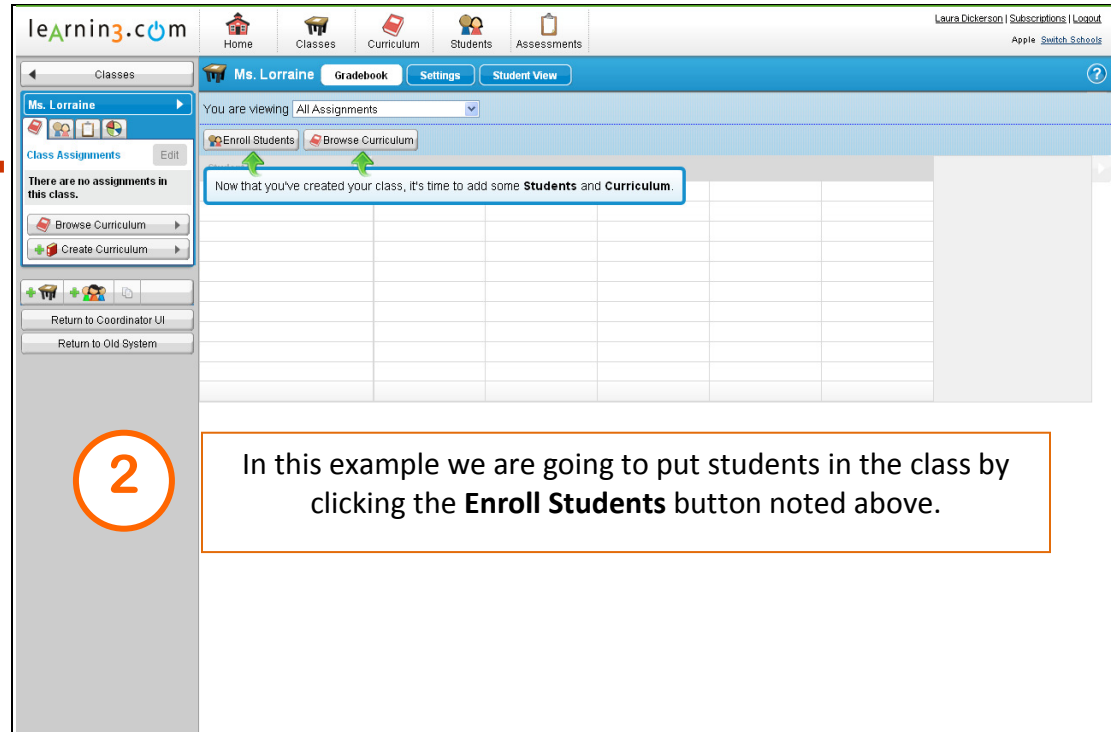
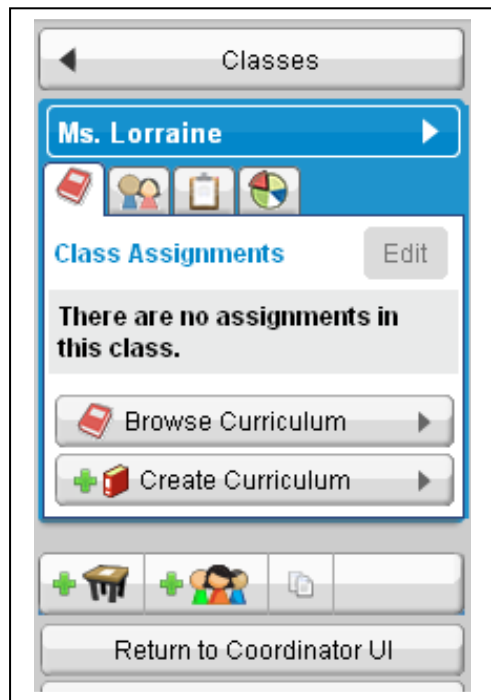
**3** In the **Create a New Class** field enter the name of your class. Click **Add** to create the class. Click **Cancel** to delete.

The image shows a sequence of three screenshots from the learnin3.com Educator Interface. The first screenshot shows the Home page with a left-hand menu where 'My Classes' is highlighted. The second screenshot shows the same Home page, but the 'Classes' section in the left-hand menu is expanded, and the 'Create a New Class' option is selected. The third screenshot shows the 'Create a New Class' dialog box, which has a text input field for the class name and 'Add' and 'Cancel' buttons.

## Step 2: Classes: Create a Class

1

The next step is to add assignments or students to the **Class**.



2

# SKY Quick Start: Classes & Curriculum



## Step 3: Classes: Enrolling Students



### System Links:

Click your name to **Edit** your account

**Subscriptions:** shows all products licensed to the account

**Logout:** logs you out of the system

**Switch Schools:** allows you to change sites if you have multiple sites assigned to your account

**?**: houses product guides and info

Select a **Grade** level to refine your search. If you have a multi-grade-level class you may select both grade levels. Then click the **Course Students** icon tab to the right of the Curriculum icon tab in the left navigation menu.

After selecting a grade level, the **School Roster** tab displays alphabetically all student records in the system at that grade level. Each row contains a **check box** for enabling the **Enroll Selected** button, the edit **Pencil** icon, the **Last Name** and **First Name**, the **Username**, **Student ID**, **Grade**, number of **Classes** enrolled in and the individual **Enroll** button for each student.

<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Grade	Classes	Enroll
<input type="checkbox"/>	Apple	Anna	aapple	123456	4	0	Enroll
<input type="checkbox"/>	Basile	Hailey	hbasile	1005	4	1	Enroll
<input type="checkbox"/>	Button	Benji	bbutton	123356	4	0	Enroll
<input type="checkbox"/>	Caldwell	Carl	ccaldwell	123446	4	0	Enroll
<input type="checkbox"/>	De La Fontaine	Dennis	ddelafontai	123466	4	0	Enroll
<input type="checkbox"/>	Edmonds	Ellen	eedmonds	1223456	4	0	Enroll
<input type="checkbox"/>	Fitzpatrick	Fannie	ffitzpatric	122456	4	0	Enroll
<input type="checkbox"/>	Gridiron	Gordon	ggridiron	122563	4	0	Enroll
<input type="checkbox"/>	Hoffstader	Harlan	hhoffstader	1334562	4	0	Enroll
<input type="checkbox"/>	Ivanowski	Ivan	ivvanowski	1335623	4	0	Enroll

# SKY Quick Start: Classes & Curriculum

## Step 3: Classes: Enrolling Students

The screenshot shows the 'Enroll Selected' button in the top left of the student list. A red arrow points to this button. The student list has columns for Last Name, First Name, Username, Student ID, Grade, and Classes. The first student, Apple, Anna, is highlighted in green.

Last Name	First Name	Username	Student ID	Grade	Classes
Apple	Anna	aapple	123456	4	0
Basile	Hailey	hbasile	1005	4	1
Button	Benji	bbutton	123356	4	0
Caldwell	Carli	ccaldwell	123446	4	0
De La Fontaine	Dennis	ddelafontai	123466	4	0
Edmonds	Ellen	eedmonds	1223456		
Fitzpatrick	Fannie	ffitzpatric	122456		
Ondron	Gordon	ggridron	122563		
Hoffstader	Harlan	hhoffstader	1334562		
Ivanowski	Ivan	livanowski	1335623		

Clicking the **Enroll** button to the right of each student's name will enroll that student into the selected class under **Course Students**. The button is active when it is white. If the student has been enrolled previously, the Enroll button will be greyed out.

3

Checking the box to the left of the student name selects and highlights that student in green. Selecting multiple students and clicking the **Enroll Selected** button enrolls the selected en masse. Students **can** be selected on multiple pages and then enrolled.

The screenshot shows the 'Course Students' tab selected. A red arrow points to the 'Edit' button in the top left of the student list. The student list has columns for Last Name, First Name, Username, Student ID, Grade, and Classes. The first student, Apple, Anna, is highlighted in green.

Last Name	First Name	Username	Student ID	Grade	Classes
Apple	Anna	aapple	123456	4	1
Basile	Hailey	hbasile	1005	4	1
Button	Benji	bbutton	123356	4	1
Caldwell	Carli	ccaldwell	123446	4	1
De La Fontaine	Dennis	ddelafontai	123466	4	1
Edmonds	Ellen	eedmonds	1223456	4	1
Fitzpatrick	Fannie	ffitzpatric	122456	4	1
Ondron	Gordon	ggridron	122563	4	1
Hoffstader	Harlan	hhoffstader	1334562	4	1
Ivanowski	Ivan	livanowski	1335623	4	1

4

The **Course Students** tab displays all students enrolled in the class that is showing. Clicking the **Edit** button will activate the ability to remove a student from the class by clicking the **X** to the right of the name.

## Step 3: Classes: Enrolling Students

**5**

To add a new student into the system, click the **Add a New Student** button.

**6**

Fill in the **Student ID**, **First Name**, **Last Name**, and select the **Grade** level. For the **Username** either create one for the student or check the **Create Username Automatically** option. The naming convention for auto-generate is first initial then last name concurrently. Fill in the password and then chose to **Save and Add Another**, **Save** or **Cancel**. The student will be saved.

The screenshot shows the leArnin3.com interface. On the left, there is a sidebar with a list of students under 'Ms. Lorraine'. The main area is titled 'Classes' and has tabs for 'School Roster' and 'Enrolled Students'. A red arrow points to the 'Add a New Student' button. To the right, the 'Add a New Student' form is displayed with the following fields:

- Student ID:** 654852
- First Name:** Zanele
- Last Name:** Zazou
- Grade:** 4
- Username:** generate (with 'Create Username Automatically' checked)
- Password:** tiger

Buttons at the bottom of the form include 'Save and Add Another', 'Save', and 'Cancel'.

# SKY Quick Start: Classes & Curriculum

## Step 4: Classes: Assigning Curriculum

leArnin3.com

Home Classes Curriculum Students Assessments

Laura Dickerson | Subscriptions | Logout

Apple Switch Schools

Classes

Ms. Lorraine

Gradebook Settings Student View

You are viewing All Assignments

Enroll Students Browse Curriculum

Class Assignments

There are no assignments in this class.

Browse Curriculum

Create Curriculum

Return to Coordinator UI

Return to Old System

1

In the left navigation menu click the Class Assignments tab:

Class Assignments Edit

2

In the left navigation menu you have two choices. Clicking **Browse Curriculum** opens existing curriculum to be assigned. Clicking **Create Curriculum** opens the curriculum creation options.

leArnin3.com

Home Classes Curriculum Students Assessments

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Classes

Ms. Lorraine

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Class Assignments

There are no assignments in this class.

Browse Curriculum

Create Curriculum

Return to Coordinator UI

Return to Old System

Curriculum

DISTRICT CURRICULUM Find and assign sequenced content from PCS - internal

LICENSED CURRICULUM Find and assign content to your classes

Aha!Math

Aha!Science

easytech

CUSTOM CURRICULUM

MY CURRICULUM

Create your own activities and units with My Curriculum

Get Started

3

To explore existing curriculum, select and click a product.



# SKY Quick Start: Classes & Curriculum

## Step 4: Classes: Assigning Curriculum

5

The **Units** within the product are displayed. Click the Unit you would like to preview and assign curriculum from.

4

In this example the curriculum is ordered by the main product with subsets of: **Core Technology, Spanish Resources, Language Arts, Mathematics, Science and Social Studies**. Clicking on the preferred set takes you into a unit view.

To change the language (where available), use the Language dropdown:

English  
English  
Spanish

All Grades  
Kindergarten  
First  
Second  
Third  
Fourth  
Fifth  
Sixth  
Seventh  
Eighth

To find curriculum by grade, select a specific grade using the grade dropdown.

## Step 4: Classes: Assigning Curriculum

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The **Units** show in a scoped and sequenced manner all of the individual curriculum items available to be assigned. Each item shows with its **Order** number, **Type**, **Title**, **Star Rating**, **Grade Levels**, average **Time** to complete, **Publisher** and an **Assign** button.

This bar **Bread Crumb** shows you the path you have traveled. To go the previous screen, click the previous link.

7

The Unit Title and a brief description of what it will cover displays at the top of the page. The **Assign Unit** button will do just that.

Order	Type	Title	Grade Levels	Time	Publisher	Assign
1	L	Parts and Navigation	K - 8	25	Learning.com	Assign
2	A	Weather Spreadsheet	K - 8	45	Learning.com	Assign
3	L	Basic Formatting	K - 8	25	Learning.com	Assign
4	A	Basketball Budget Spreadsheet	K - 8	45	Learning.com	Assign
5	L	Charts and Graphs	K - 8	25	Learning.com	Assign
6	A	Endangered Mammals Bar Graph	K - 8	45	Learning.com	Assign
7	A	Earthquake Line Graph	K - 8	45	Learning.com	Assign
8	A	Number Cube Probability	K - 8	45	Learning.com	Assign



# SKY Quick Start: Classes & Curriculum

## Step 4: Classes: Assigning Curriculum

The screenshot shows the leArnin3.com interface. At the top, there's a navigation bar with icons for Home, Classes, Curriculum, Students, and Assessments. The main content area is titled 'Curriculum' and shows a breadcrumb trail: > EasyTech Integrator > EasyTech Integrator Curriculum > Spreadsheet Software > Parts and Navigation. The 'Parts and Navigation' item is highlighted, showing a thumbnail, title, and description. Below this, there are buttons for 'Assign', 'Print', and 'View'. A red circle with the number '8' is placed over the 'Assign' button. To the right of the main content, there's a sidebar with tabs for 'Details', 'Teacher Notes', and 'Standards'. The 'Details' tab is selected, showing information about the curriculum item, including 'Estimated Time', 'Type', 'Publisher', 'Subjects', and 'Objectives'. A red circle with the number '8' is placed over the 'Details' tab. Below the main content, there's a section for 'Teacher Notes' and 'Standards'. A red circle with the number '8' is placed over the 'Teacher Notes' button. To the right of the main content, there's a sidebar with tabs for 'Details', 'Teacher Notes', and 'Standards'. The 'Standards' tab is selected, showing a list of applicable state and national standards. A red circle with the number '8' is placed over the 'Standards' tab.

**Assign:** assigns the curriculum item.  
**Print:** opens a print-out of curriculum details.  
**View:** allows experiencing or previewing the item before assigning it. There are two formats for curriculum delivery. One format is the online and interactive; the other is a printable format.

Click a curriculum item title to open the details page. The **Details page** displays the curriculum information: **Estimated completion time**, the curriculum **Type**, the item **Description**, **Objectives (Primary and Secondary)** and an option to preview the curriculum item. To preview the item click the **View** button.

There is a **Teacher Notes** button that provides additional teaching points and tips for educators. **Extension Ideas** may also be available.

The **Standards** button gives you a list of all applicable **State** and **National standards** for that curriculum item.

# SKY Quick Start: Classes & Curriculum

## Step 4: Classes: Assigning Curriculum

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Curriculum that has been assigned shows up in the left navigation menu. The Class Assignments tab will always show what has been assigned to the displayed class and in what order it will be presented to students.

The screenshot shows the leArnin3.com interface. The top navigation bar includes links for Home, Classes, Curriculum, Students, and Assessments. The left sidebar has a 'Select One' menu with options: My Classes, My Curriculum, District Curriculum, Return to Coordinator UI, and Return to Old System. The main content area is titled 'Curriculum' and shows a breadcrumb trail: > EasyTech Integrator > EasyTech Integrator Curriculum > Spreadsheet Software. Below this, there's a section for 'Spreadsheet Software' with a description: 'The Spreadsheet Software unit teaches students how to calculate formulas, create graphs, and format charts in spreadsheets.' and an 'Assign Unit' button. A table titled 'Assignments' is displayed, showing a list of assignments with columns for Order, Type, Title, Grade Levels, Time, and Publisher. Each row has an 'Assign' button. The assignments are numbered 1 through 8, with types L, A, L, A, L, A, A, and A respectively. The titles are: Parts and Navigation, Weather Spreadsheet, Basic Formatting, Basketball Budget Spreadsheet, Charts and Graphs, Endangered Mammals Bar Graph, Earthquake Line Graph, and Number Cube Probability. All grade levels are K-8, and all publishers are Learning.com.

Order	Type	Title	Grade Levels	Time	Publisher	Assign
1	L	Parts and Navigation	K - 8	25	Learning.com	Assign
2	A	Weather Spreadsheet	K - 8	45	Learning.com	Assign
3	L	Basic Formatting	K - 8	25	Learning.com	Assign
4	A	Basketball Budget Spreadsheet	K - 8	45	Learning.com	Assign
5	L	Charts and Graphs	K - 8	25	Learning.com	Assign
6	A	Endangered Mammals Bar Graph	K - 8	45	Learning.com	Assign
7	A	Earthquake Line Graph	K - 8	45	Learning.com	Assign
8	A	Number Cube Probability	K - 8	45	Learning.com	Assign

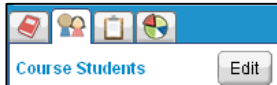
10

Curriculum that has been assigned shows up with a greyed out button. The buttons that are still active can still be assigned.

**A** for activities, **D** for discussions, **G** for games, **I** for instruction modules, **J** for journal items, **L** for lessons, **P** for practices, **Q** for quizzes and **S** for simulations. For teacher-created content **A** is for activities and **J** is for journal items.

## Step 4: Classes: Assigning Curriculum

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To change the order of curriculum assigned or to delete a curriculum item, click the **Edit** button.

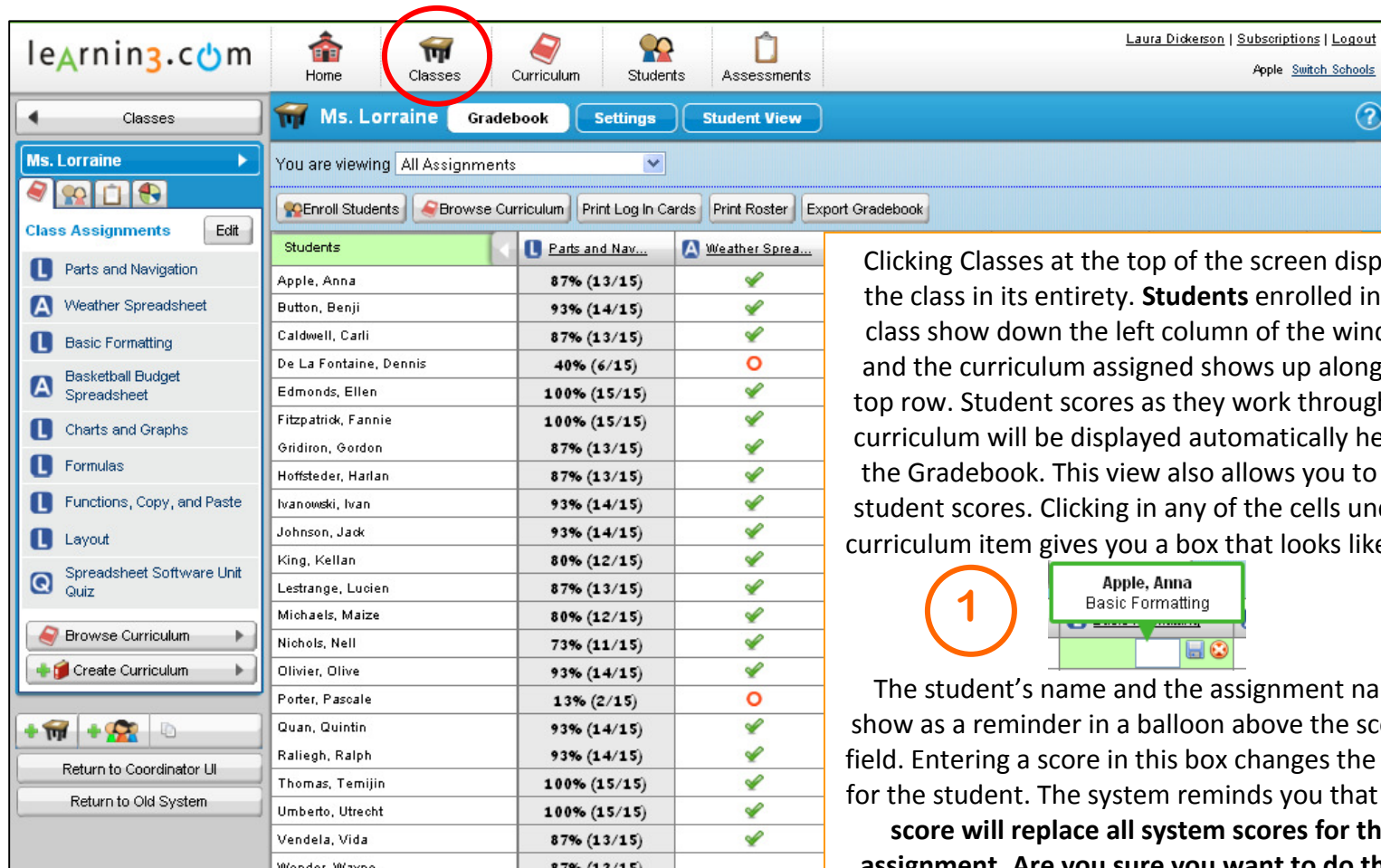
This brings up two features. To change the order use this icon: . Clicking the arrows moves the item in the direction of the arrow. Clicking and holding the double dotted lines drags and drops the item where you set it.

The icon deletes the curriculum item from the list.

The screenshot shows the leArnin3.com interface. The top navigation bar includes Home, Classes, Curriculum, Students, and Assessments. The user is logged in as Laura Dickerson. The main content area is titled 'Curriculum' and shows a breadcrumb trail: > EasyTech Integrator > EasyTech Integrator Curriculum > Spreadsheet Software. A 'Spreadsheet Software' unit description is shown, along with an 'Assign Unit' button. Below this is a table of assignments for 'English' and 'All Grades'. The table has columns for Order, Type, Title, Grade Levels, Time, and Publisher. The table lists 11 items, each with an 'Assign' button.

Order	Type	Title	Grade Levels	Time	Publisher	Assign
1	L	Parts and Navigation	K - 8	25	Learning.com	Assign
2	A	Weather Spreadsheet	K - 8	45	Learning.com	Assign
3	L	Basic Formatting	K - 8	25	Learning.com	Assign
4	A	Basketball Budget Spreadsheet	K - 8	45	Learning.com	Assign
5	L	Charts and Graphs	K - 8	25	Learning.com	Assign
6	A	Endangered Mammals Bar Graph	K - 8	45	Learning.com	Assign
7	A	Earthquake Line Graph	K - 8	45	Learning.com	Assign
8	A	Number Cube Probability	K - 8	45	Learning.com	Assign
9	L	Formulas	K - 8	25	Learning.com	Assign
10	A	School Supplies Spreadsheet	K - 8	45	Learning.com	Assign
11	A	Research Paper Progress Part I	K - 7	45	Learning.com	Assign

## Step 5: Classes: Gradebook



leA<sup>r</sup>nin<sup>3</sup>.com

Home **Classes** Curriculum Students Assessments

Laura Dickerson | Subscriptions | Logout

Apple Switch Schools

Classes

Ms. Lorraine Gradebook Settings Student View

You are viewing All Assignments

Enroll Students Browse Curriculum Print Log In Cards Print Roster Export Gradebook

Class Assignments Edit

- Parts and Navigation
- Weather Spreadsheet
- Basic Formatting
- Basketball Budget Spreadsheet
- Charts and Graphs
- Formulas
- Functions, Copy, and Paste
- Layout
- Spreadsheet Software Unit Quiz

Browse Curriculum Create Curriculum

Return to Coordinator UI Return to Old System

Students	Parts and Nav...	Weather Sprea...
Apple, Anna	87% (13/15)	✓
Button, Benji	93% (14/15)	✓
Caldwell, Carli	87% (13/15)	✓
De La Fontaine, Dennis	40% (6/15)	○
Edmonds, Ellen	100% (15/15)	✓
Fitzpatrick, Fannie	100% (15/15)	✓
Gridiron, Gordon	87% (13/15)	✓
Hoffstader, Harlan	87% (13/15)	✓
Ivanowski, Ivan	93% (14/15)	✓
Johnson, Jack	93% (14/15)	✓
King, Kellan	80% (12/15)	✓
Lestrangle, Lucien	87% (13/15)	✓
Michaels, Maize	80% (12/15)	✓
Nichols, Nell	73% (11/15)	✓
Olivier, Olive	93% (14/15)	✓
Porter, Pascale	13% (2/15)	○
Quan, Quintin	93% (14/15)	✓
Ralieggh, Ralph	93% (14/15)	✓
Thomas, Temijin	100% (15/15)	✓
Umberto, Utrecht	100% (15/15)	✓
Vendela, Vida	87% (13/15)	✓
Wonder, Wayne	87% (13/15)	✓

1

Apple, Anna  
Basic Formatting

Clicking Classes at the top of the screen displays the class in its entirety. **Students** enrolled in the class show down the left column of the window and the curriculum assigned shows up along the top row. Student scores as they work through the curriculum will be displayed automatically here in the Gradebook. This view also allows you to edit student scores. Clicking in any of the cells under a curriculum item gives you a box that looks like this:

The student's name and the assignment name show as a reminder in a balloon above the scoring field. Entering a score in this box changes the score for the student. The system reminds you that **"This score will replace all system scores for this assignment. Are you sure you want to do this?"**

## Step 6: Classes: Settings

leArnin3.com Home Classes Curriculum Students Assessments 1 Click Settings.

Ms. Lorraine Gradebook Settings Student View

**Ms. Lorraine** Edit

**Class Assignments**

- Parts and Navigation
- Weather Spreadsheet
- Basic Formatting
- Basketball Budget Spreadsheet
- Charts and Graphs
- Formulas
- Functions, Copy, and Paste
- Layout
- Spreadsheet Software Unit Quiz

Browse Curriculum Create Curriculum

Return to Coordinator UI Return to Old System

☒ **Active:** Students can not access inactive class assignments.

\* Indicates a required field.

\* **Name:** Ms. Lorraine

**Description:** Royal Readers

\* **Grade:** ☒ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ T

**Lesson Certificate:** ☐ Printable ☒ View Only ☐ None

**Student Tracking:** ☒ Yes ☐ No

Classes with student tracking (Tracked Classes) require individual students to be enrolled in the class each with their own unique username and password.

**Assignment Sequence:** ☒ Forced ☐ Open

Classes with forced assignment sequence require the next assignment.

\* **Minimum Score (%)**: 80

Save Changes Cancel

You can change the class **Name**, and a **Description** (optional), enter a **Grade** level, and **Lesson Certificate** preference.

**Student Tracking:** Select **yes** for detailed reports for each student or select **no** for standards reports only.

**Assignment Sequence** options are **Forced** (requiring students to complete assignments in order) and **Open** (for open access to anything assigned).

Choose a **Minimum Score** for the class. Click **Save Changes** to save changes and requirements.



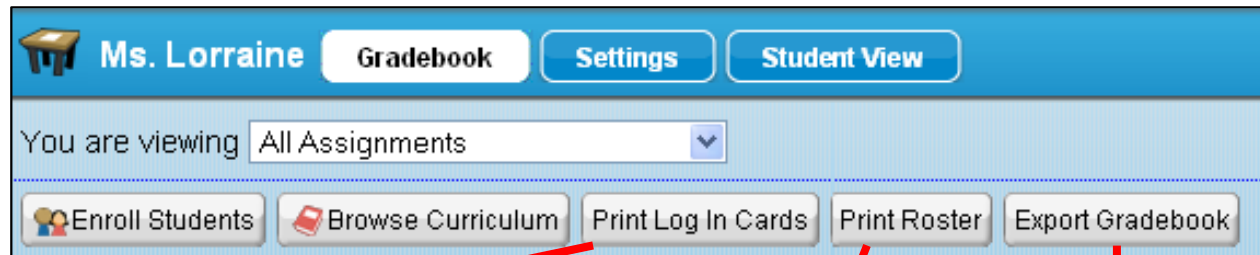
## Step 7: Classes: Student View



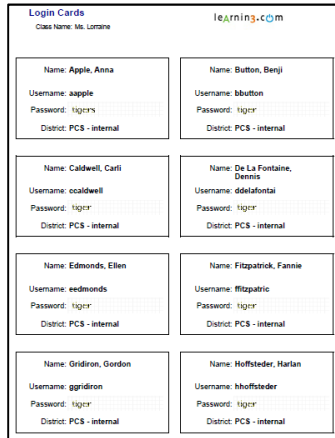
The **Student View** button displays what students see when they log in. The student's name will appear at the top of the page along with the name of the class. The curriculum items assigned to the student are displayed in the order assigned. The scroll arrows let students move through the curriculum and see what curriculum they have done and what is coming up next. The arrows move them from item to item.



## Step 8: Classes: Login Cards, Roster and Exporting Gradebook Files



The **Print Log In Cards** button provide log-in cards for your students:



The **Print Roster** button gives you a printable page of your class list, including Usernames and Passwords:

User Name	First Name	Last Name	Password
apple	Anna	Apple	tigerr
button	Benji	Button	tigerr
caldwell	Carl	Caldwell	tigerr
delafontaine	Dennis	De La Fontaine	tigerr
edmonds	Ellen	Edmonds	tigerr
fitzpatrick	Fannie	Fitzpatrick	tigerr
gridiron	Gordon	Gridiron	tigerr
hoffstader	Harlan	Hoffstader	tigerr
ivanowski	Ivan	Ivanowski	ivanowski
johnson	Jack	Johnson	tigerr
king	Kellen	King	ivanowski
lestrange	Lucien	Lestrangle	tigerr
michaels	Maze	Michaels	tigerr
nichols	Nell	Nichols	tigerr
oliver	Olive	Oliver	tigerr
porter	Pascale	Porter	tigerr
quan	Quinn	Quan	tigerr
raleigh	Ralph	Raleigh	tigerr
thomas	Terrell	Thomas	tigerr
umberto	Utrecht	Umberto	tigerr

**Export Gradebook** enables you to export your Gradebook into another file type.

